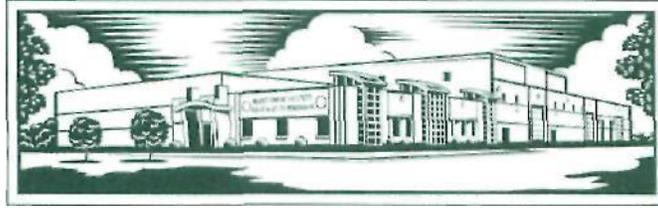


MANITOWOC COUNTY HIGHWAY
DEPARTMENT



3500 State Highway 310 Manistowoc, WI 54220-9659
920-683-4345

Manistowoc County Mailbox Policy

1. PURPOSE:

Provide protection of county highway infrastructure by setting policy and procedures for handling mailboxes on county right-of-way.

2. DEFINITION:

Mailboxes have been, and are, allowed on county highway right-of-way as a matter of convenience to the land owners or occupants, and not as a matter of right. A mailbox is an encroachment on highway right-of-way and is governed by Section 86.04 of the Wisconsin State Statutes.

3. POLICY:

If the mailbox is damaged due to snow plowing, and not actual physical contact with a County snowplow, the mailbox replacement and costs are the responsibility of the property owner. During snow removal operations it is necessary for the operator of the plow to move fast enough to allow the snow to roll off the barrel of the plow. As a result, in times of heavy snow, there may be damage to mailboxes. It is the Highway Department's policy that we do not replace or repair mailboxes damaged by the force of snow. Property owners are required to contact the Highway Department immediately if they suspect damage was caused by Highway Department's equipment.

4. PROCEDURE:

Who to Contact if Your Property is Damaged by a Snowplow

Before calling, it may be helpful to review the following to determine if the Highway Department may be responsible for the property damage.

Responsible

The County may be responsible for the following:

- If it is shown that a piece of County snow removal equipment has caused damage by actual physical contact with a mailbox, the Highway Department will repair or replace the damaged mailbox.
- If a replacement mailbox is needed, the Highway Department will provide and install a standard, conventional mailbox and/or wood support. No compensation for posts or mailboxes will be allowed.

(Continued)
Responsible

The County may be responsible for the following:

- If it is shown that a piece of County snow removal equipment has caused damage by actual physical contact with a fence or other structure, the Highway Department will review the incident on a case-by-case basis to determine what, if any, responsibility that the Highway Department has to repair the damage. Property owners are reminded that the Highway Department will not be responsible for damage, even if caused by actual physical contact that occurs to structures that have been improperly located within the public right-of-way.

Not Responsible

The County is not responsible for the following:

- Damage that is caused to a mailbox, or other properly located structures outside the public right-of-way, as a result of plowed snow or the force of snow being discharged by County snow removal equipment.
- Damage that is caused to any fences, headwalls, trees, shrubs, plantings, and other structures that are improperly located within the public right-of-way.
- Damage that is caused to lawns or for the deposition of gravel in road ditches. If there are extenuating circumstances, these situations may be reviewed at the County's discretion on a case-by-case basis. Any vegetation damage sustained due to de-icing products used on the roadway will not be treated or repaired by the County.
- Suspected damage not brought to the Highway Department's attention immediately after occurrence, will not be allowed.

Additional Information

If it is determined that the mailbox was damaged by actual physical contact by a County snowplow, then the mailbox will be replaced by the Highway Department. You should contact the Manitowoc County Highway Department at (920) 683-4345.

https://epd.wisc.edu/tic/wp-content/uploads/sites/3/2019/12/Bltn_014_Mailbox_Safety.pdf

Date Reviewed and Approved by Highway Committee: January 12, 2021